

DD / S REGISTRY

TITLE

*Personnel 3*

11 FEB 1966

Mr. Julius E. Eittington  
Chairman, Training Officers Conference  
c/o Leadership Resources, Incorporated  
1750 Pennsylvania Avenue, N. W.  
Washington, D. C. 20036

Dear Mr. Eittington:

This is in response to the letters dated January 18th from you and Mr. Walsh to me and to the Director inviting CIA to nominate officers for the Training Officers Conference and the American Society for Training and Development Joint Awards Program.

While we are not submitting nominations for this year's program, we do wish to say that we are interested in it. The purposes of your program are commendable and the awards should aid in gaining additional recognition for the vital role which training plays in organizational development and effectiveness.

We appreciate the invitation and we hope that your program will be highly successful.

Sincerely,

*/s/*

Bennett D. Echols  
Director of Personnel

OTR/PPS [ ] hej (8 Feb 66)  
Rewritten:EO-DD/S:VRT/ms (11 Feb 66)  
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- 1 - DD/S Subject, w/Xerox of basic ✓
- 1 - Ex. Dir. -Compt. (Attn: Mr. Knoche)

20/5. 66 - 042  
66-264

January 18, 1966

Admiral William F. Raborn, Jr.  
Director, Central Intelligence  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Admiral Raborn:

President Johnson calls education "the first work of our times and the first work of our society." The solution to many of the nation's most pressing problems--unemployment and poverty--new technologies--the "explosion of knowledge"--the pressure of human rights--lies largely in a stepped-up education and training effort.

Within Government, personnel and training people working with operating people are constantly striving to find better ways of accomplishing this challenging work.

To augment your recognition of the outstanding education and training efforts within your agency, the Training Officers Conference (TOC) and the Washington, D. C., Chapter, American Society for Training and Development (ASTD) invite you to submit nominations for their Joint Awards Program. These Awards are designed to recognize excellence in the field of employee training and development, both in Government and private industry in the Washington, D. C. area. The Awards will be presented at a TOC/ASTD luncheon, to be held in May 1966.

We are sending your Director of Personnel additional information. The closing date for nominations is February 15, 1966.

Sincerely,

*Frank P. Walsh*

FRANK P. WALSH  
President, Washington, D. C.,  
Chapter, ASTD

*Julius E. Eittington*

JULIUS E. EITTINGTON  
Chairman, TOC

Encl.

PA/S 66-039  
DTR 5102

January 18, 1966

Mr. Emmett D. Echols  
Director of Personnel  
Central Intelligence Agency  
Washington, D. C.

Dear Mr. Echols:

The Training Officers Conference (TOC) and the Washington, D. C. Chapter, American Society for Training and Development (ASTD) are inviting nominations for the Joint TOC/ASTD Awards Program. The purpose of these Awards is to recognize excellence both in Government and in private industry in the Washington, D. C. area.

This is the first year that TOC and ASTD have joined together for a single awards program. Three Awards will be made:

- An Individual Award to a trainer
- An Organizational Award to either a training or line organization
- A "Young Trainer of the Year" Award to a person not over 30 years of age.

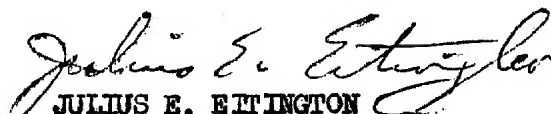
Hopefully, the joint program and the limited number of awards will greatly increase their meaningfulness and prestige. The enclosed announcement gives you details about the Awards and the nominating procedure. The closing date for nominations is February 15, 1966. For additional announcements or information call DU 9-3311 (Code 148, ext. 3311).

We look forward to your participation in this program.

Sincerely,



FRANK P. WALSH  
President, Washington, D. C.,  
Chapter, ASTD



JULIUS E. ETTINGTON  
Chairman, TOC

Encl.

MORI/CDF



**CENTRAL INTELLIGENCE AGENCY**

**WASHINGTON 25, D. C.**

**OFFICE OF THE DIRECTOR**

Chairman, TOC/ASTD Awards Committee  
c/o Leadership Resources, Incorporated  
1750 Pennsylvania Avenue, N. W.  
Washington, D. C. 20036

Dear Sir:

We thank you for your invitation to nominate CIA officers for the joint TOC/ASTD awards. The purposes of your program are commendable and the awards should aid in gaining additional recognition for the vital role which training plays in organizational development and effectiveness.

After a review of the personnel of our training staff, it is our feeling that none fully meets the criteria for the awards. Even though we have no nomination, we do sincerely appreciate your interest and trust that your program will be highly successful.

Sincerely,

W. F. Raborn  
Director

9 February 1966

Called OTR to request rewrite.

Signature line incorrect. Should be "W. F. Raborn", not "William Raborn".

Also suggested that letter be addressed by name rather than title.

OTR questioned "which" individual the letter should be addressed to.

Suggested letter be addressed to the President w/cc to Chairman, TOC.

OTR questioned this suggestion and then double-checked with [redacted] who advised that he had contacted the office referred to in the 18 Jan letter, after receipt of both letters, and had been advised that Mr. Walsh and Mr. Eitington, along with another individual, were all on the "same level" - that a Chairman for the over-all awards program had not yet been designated - therefore, we "would be stepping on someone's toes" if we specifically addressed the letter to one of the three. The individual [redacted] talked to suggested that the letter be addressed to the Chairman with a salutation of "Dear Sir".

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**CENTRAL INTELLIGENCE AGENCY**

**WASHINGTON 25, D. C.**

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Chairman, TOC/ASTD Awards Committee  
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1750 Pennsylvania Avenue, N.W.  
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Sincerely,

William Raborn  
Director